

# JOB OPPORTUNITY BULLETIN



**CLASSIFICATION:** Associate Personnel Analyst

**POSITION NUMBER:** 811-121-5142-001

**LOCATION:** 1001 I Street, 19<sup>th</sup> Floor, Sacramento

**BULLETIN RELEASE DATE:** March 29, 2005

**FINAL FILING DATE:** Until Filled

**MONTHLY SALARY:** \$4,111 - \$4,997

## **DUTIES/RESPONSIBILITIES:**

Under general direction of the Staff Services Manager I, the Associate Personnel Analyst (APA) performs technical personnel work in the Personnel Management and Training Services Section (PMTSS) of the Office of Environmental Health Hazard Assessment. The incumbent will personally perform the more complex or sensitive special projects pertaining to Personnel and also act as back-up to the Section Chief.

The incumbent will serve as lead analyst providing functional guidance to PMTSS staff. Develops personnel procedures, and policy statements. Develops and maintains procedural changes initiated by control agencies, bargaining unit contracts, and the Department. Reviews, denies or approves position allocation requests from Sections including auditing of positions. Meets with and provides personnel information and consultation to the Sections on position allocation alternatives. Assists departmental staff in planning and managing personnel needs and services including consultation and advice on personnel policies, standards, laws, rules and procedures. Conducts studies of short and long durations pertaining to classification and pay, examining, procedural development, and processing issues. Makes decisions and provides advice and assistance on varied and difficult personnel problems. Investigates departmental grievances; prepares responses to grievances; counsels departmental management staff on good labor relations practices, procedures, and policies.

Assist with various aspects of the examination process.

## **DESIRABLE EXPERIENCE/QUALIFICATIONS:**

Complete understanding and working knowledge of the State personnel and examination process.

Ability to think clearly, act quickly and use good judgment.

Ability to recognize issues of political sensitivity and to use tact and discretion.

Excellent analytical, written and verbal communication skills.

Excellent leadership skills.

Knowledge of Microsoft Word, Access and Excel.

Ability to maintain cooperative working relationships at all levels.

**WHO SHOULD APPLY:** State employees currently employed in the above classification, persons with current list, transfer or reinstatement eligibility, and state employees currently identified as surplus or on the SROA list.

**SUBMIT APPLICATIONS:** Office of Environmental Health Hazard Assessment  
Personnel Management and Training Services Section  
P.O. Box 67  
Sacramento, CA 95812-0067

**CONTACT PERSON:** Kimberly Russell

**TELEPHONE NUMBER** (916) 445-9376

**ATSS** 8-485-9376

**ALL APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED CANDIDATES WILL BE INTERVIEWED.**

The Office of Environmental Health Hazard Assessment is an Equal Employment Opportunity Employer – equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.